

Approved For Release 2009/08/24 : CIA-RDP87M00539R002504160021-8

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OTS-439/85

30 September 1985

MEMORANDUM FOR: Executive Director

FROM: [REDACTED]

Chief, Applied Technology Group, OTS

SUBJECT: Appreciation [REDACTED]

1. With the final version of the Secretarial Task Force recommendations about to go to press, I want to be certain that you know of the important contributions of the people involved. You know that you did not set us a trivial task with clear-cut solutions. Reaching a consensus position and a set of reasonable recommendations required a lot of effort on the part of a lot of people. Very importantly, the members of the task force worked to accommodate the specific needs of all Agency elements within a general framework that would provide uniformity in the careers of Agency secretaries without sacrificing the flexibility needed by the Career Services. [REDACTED]

2. Particularly noteworthy was [REDACTED] stewardship and leadership of this group. Faced with clearly divergent biases as to how to approach the problem and where to apply remedies, Ed guided a course of compromise and conciliation. By definition, a consensus document is never perfect for any of the drafters; in this case, however, I doubt that anyone on the task force finds any of the "imperfections" debilitating. [REDACTED]

3. I want to thank you for having sufficient faith in me to allow me to be a part of this endeavor and for assembling the group that you did. It has been a labor of love for me because I believe that we were given an opportunity to set right a few longstanding problems. You should know that my experiences here have been so positive that I would look forward to serving on future groups that you might convene. [REDACTED]

4. Once again, thank you for this opportunity. [REDACTED]

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Central Intelligence Agency
Washington, D.C. 20505

Executive Registry

85- 3625/2

Executive Director

NOTE FOR:

OP/PA&E

Ed,

Thought you might be interested in the attached. It provides a measure of OGC's concern about how this program will mesh with the secretarial program being prepared.

Let's pick a date and set up a discussion with It's an "E" Career Service problem, but you should participate--not as an OP person, but rather as the Secretarial Task Force Chairman.

Att



P100

MEMORANDUM FOR: All OGC Legal Secretaries

STAT FROM:
Deputy General Counsel

SUBJECT: Possible Revisions of Agency Secretarial
Grade Structure

1. Yesterday, as a part of an overall Agency informational program, you were briefed on the Agency's efforts to change its current secretarial grading structure. As you know from that briefing, while a general concept has been developed, it is still a long way from either approval or implementation. Notwithstanding, I understand there is some concern as to how such an Agency restructuring of its secretaries might impact on our Legal Secretarial Certification Program.

2. First, let me assure you that both the General Counsel and I are acutely aware of this matter and have raised our concerns some time ago with both the Executive Director as well as the Director of Personnel. We have been assured that whatever Agency-wide system is finally approved and implemented, our efforts directed toward you as legal secretaries will not be lost or taken in vain. Given that the Agency-wide system is at best only conceptually defined and may be changed significantly during the approval process, it is premature to try to be precisely explicit about how our program will mesh with whatever the Agency finally adopts. However, given my discussions with both the Executive Director and the Director of Personnel and OP staff, I think all share our concerns and assure us that we will retain the distinction between the legal secretarial staff and other Agency secretarial personnel. As many of you know, we have worked very hard for quite a number of years to achieve this recognition and given that we now have it, I believe it will be much easier to retain.

3. I want all of you to know our position on this because in the end our efforts will only be a success if the Legal Secretarial Certification Program proves beneficial to you as an individual and to the Office collectively. If you do not believe in what we are trying to do and do not acquire the intended benefits therefrom, then our program has a chance of failure and we risk losing the distinction we have made between the Agency secretarial ranks and those of the legal secretary. Through your active participation in and benefit from the course work, we will show that there is a need for and benefit from our efforts. I thus urge you to use what we are doing both to your benefit and that of the Office. I am hopeful that this will allay any concerns or fears that you might have about what the Agency may do to its secretarial structure in general and will assure you that we do not intend to lose the hard-earned gains that we have made to date.

CONFIDENTIAL

OIT #0769-85
25 September 1985MEMORANDUM FOR: Chairman, Executive Director's Secretarial
Professional Task ForceFROM: William F. Donnelly [redacted]
Director of Information Technology

SUBJECT: Comments on Secretarial Profession Task Force Report

1. Because I strongly believe that steps have to be taken to rid ourselves of the present Civil Service GS system, my reaction to the Secretarial Profession Task Force Report is very positive. Therefore, the comments made below should be viewed as fine tuning.

2. In developing the banding effort in the Office of Communications we were dealing with a culture which considered it part of life to evolve through apprenticeship, training, testing and re-testing. Commo operators and techs think that way; live that way. Therefore, the banding system with its firm steps and alternatives to increased wages was quickly understood. This is not the secretarial culture. However, the proposed system tries to establish training requirements, knowledge levels, etc. It is going to take serious commitment on the part of training and management to provide the required training followed by testing or this aspect of the proposal is pure hypocrisy.

3. The compensation advantages for the employee and the management leverage for managers are apparent in the proposal. But how does one deal with the weak secretary, the person who has peaked out, etc.? I accept that the thrust of the proposal is to cause secretaries to want to stay in this key profession. But there is a down side that is not dealt with in the paper as far as I can see.

4. The conversion process is critical, if the system is to be implemented. However, the board/panel proposed to do this job is very high graded. I think a group of senior secretaries should be selected to do the job and present their work to the senior board/panel. This is how it was done in Commo and it made the operators get involved and sell/defend what they had done.

5. As presented, if I understood it correctly, the bonus system seems inflated, both as to size of bonus and number (percentage).

[redacted]
William F. Donnelly [redacted]

CONFIDENTIAL



SUBJECT: Comments on Secretarial Profession Task Force Report

OIT/DDA/WFDonnelly:nb

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18 September 1985

Executive Registry

85- 3625

NOTE FOR: DD/IC Staff
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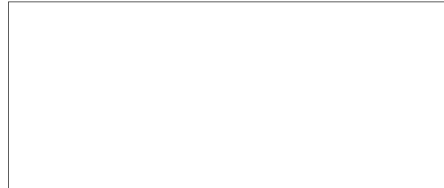
FROM: EA/EXDIR

SUBJECT: Task Force Recommendation for the Agency's
 Secretarial Profession

Attached for your review is the draft report from the EXDIR's Secretarial Task Force. It does not vary substantially from what I briefed to you earlier, but considerably more detail has been added. The draft will be put into final form on 27 September for delivery to EXDIR on 30 September. Assuming that he will view the proposal favorably, it will be presented soon after to the Executive Committee for decision. In the interim, your comments and suggestions would be most welcome, and I am at your disposal should you wish to discuss further any or all parts of the secretarial system the Task Force is proposing.

I would like also to brief the proposal to a cross section of the secretaries in the DCI area and get their comments as well. My contact with the "E" Career Service secretaries on this project thus far has been limited to your representatives on the DCI Area Secretarial Task Force, which was formed to comment on a recent PMCD secretarial study. It is time to expand that contact now that we have a fairly well thought-out approach in hand. I have reserved Room 1E74 at Headquarters from 1000 to 1200 on Monday, September 23 for this presentation. Each of you are invited to send not more than five secretaries from your organization to attend this session (the room only seats 48). I would be more than happy to schedule additional presentations for the balance of the secretaries--and managers--in your office at your convenience.

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